



4-H Shooting Sports

Learn By Doing

Policies and Procedures

Policies for Managing 4-H Resources

Each 4-H SESS group with financial responsibilities should visit with their local University Extension 4-H staff person for advice and guidance prior to establishing financial accounts, policies, and procedures.

Regardless of the funding source, 4-H funds belong to the “public” Extension employees, and 4-H volunteers should take their fiduciary responsibilities seriously. Funds raised in the name of 4-H must be used only for 4-H purposes and activities.

- County 4-H SESS groups (committees) are encouraged to channel funds through the county agency funds account. If the county chooses to establish a special interest SESS Club, that club may establish their own treasury following the recommended guideline.
- Any 4-H group should establish a checking account at a public financial institution.
- The checking/savings account should be set up so that checks and withdrawals require two signatures.
- Whenever the treasurer is under 21 years of age, the co-signer must be an adult.
- Parent and child from the same family should not be co-signers.
- The 4-H group should have an Employee Identification Number (EIN). Apply for an EIN with form SS-4, which can be obtained from your bank or the IRS.
- Treasurers of any 4-H group **are required** to use the Iowa 4-H Club Treasurer Record Book (4H-21), available through county extension office.
- An accurate and detailed record of all receipts and expenditures must be kept. Refer to details in 4H-21.
- Whenever the group receives cash or checks, the treasurer must write receipts for all money received and provide this to the customer or donor.
- Receipt should include amount, what the funds were for, and the date.
- Deposit all funds at least monthly. Large deposits should be made weekly.
- Use and keep a copy of the deposit slip. Record all checks and cash - include source, name, and check number.
- Pay bills only with a check, never with cash.
- Always have a written bill, invoice, or statement before writing a check.
- Treasurer should provide a written detail financial report at each meeting; club treasurers at club meetings, and county SESS groups (clubs or committees) at each group meeting.
- An annual audit of finances is required. The auditing committee, which may be made of volunteers, examines and verifies accounts, receipts, expenses, and procedures.

- All fund-raisers should be approved in advance by the 4-H staff person and/or the County Extension Council.
- Equipment and supplies donated in the name of 4-H are to be used only for 4-H purposes and do not become the possession of an individual.
- Receipts of donated supplies or equipment should be written and given to the donor.
- Donations of funds, supplies, or equipment should be reported to the 4-H staff person and the County Extension Council.
- The club leader or group advisor (SESS County Coordinator) should keep an accurate and up to date inventory list of donated equipment. A copy of the inventory should be provided to the 4-H staff person annually and when new equipment is added.
- The inventory should be as detailed as possible and include: donor, date of donation, brand name, model name/number, and serial/ identification number if available.
- Should a 4-H club or group disband or cease to function, any funds, donated equipment, and supplies become the property of the County Extension Council. It is inappropriate and illegal to transfer funds or equipment to individual members or leaders.
- Contributions to approved 4-H groups are usually tax deductible for the donors. Check with the Extension 4-H staff person for details and documentation. Individual donors should always consult with their own tax preparer.